

NCIC Operating Manual
LICENSE PLATE FILE

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SECTION 1--INTRODUCTION

1.1 DEFINITION

NCIC defines a **regular** license plate as a standard 6" x 12" plate issued for use on a passenger automobile and containing no embossed wording, abbreviations, and/or symbols to indicate that the license plate is a special issue.

All plates other than regular passenger automobile plates are classified as **special** plates. Examples of special plates are the following: aircraft, antique, bus, commercial, dune buggy, farm vehicle, motorcycle, trailer, truck, and U.S. Government vehicles. The Vehicular Data Codes, *NCIC Code Manual*, contains a complete list of all regular and special plate types.

1.2 CRITERIA FOR ENTRY

1. A uniquely-numbered stolen license plate can be entered only if a theft report has been made.
2. In a two-plate state where only one plate is reported stolen, the entering agency can make an entry only after getting the complainant's assurance that the remaining plate will not be used on a vehicle.
3. Agencies must have a theft report (electronic or hard copy) on file to support a license plate entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own ORI in the ORI Field only when there is a written agreement between the two agencies which delineates the legal responsibility for the record. Additional information concerning these responsibilities can be found in the Introduction of this manual

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EL	STOLEN LICENSE PLATE
Modify	ML	
Cancel	XL	
Inquiry	QV ZV QVB	
Locate	LL	LOCATED LICENSE PLATE
Clear	CL	

1. If it is desired that a stolen license plate be held for latent fingerprint examination, -P should be entered as part of the MKE, for example, EL-P which translates as STOLEN LICENSE PLATE - HOLD FOR LATENTS.

2. If the occupant(s) of the vehicle on which the license plate is believed to be displayed is known to be armed, -A should be entered as part of the message key code, for example, EL-A which translates as STOLEN LICENSE PLATE - OCCUPANT(S) ARMED.

3. If a combination of the above two conditions exists, -F should be entered as part of the message key code, for example, EL-F which translates as STOLEN LICENSE PLATE - OCCUPANT(S) ARMED/HOLD FOR LATENTS.

1.4 RECORD RETENTION PERIOD

1. License plate records will remain on file for the balance of the year of entry plus an additional 4 years.

2. Serious errors will affect the retention period of a record. A serious error in this file occurs when a record contains inaccurate license data. A state Department of Motor Vehicles (DMV) where the plates are issued may compare license data with records contained in their files. If inaccuracies are detected, the state of registry notifies the entering agency so the inaccurate data can be corrected. If the error is not corrected, the state of registry should notify NCIC. Upon notification from the state of registry, NCIC will cancel the record and transmit a \$.E. administrative message to the entering agency. The message provides the entire canceled record and a detailed explanation for the cancellation.

1.5 AUTOMATIC RETIREMENT

A record is retired 10 days after it is located, and the entering agency is notified with a \$.P. administrative message.

1.6 VALIDATION

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
CDE	Canadian Date of Entry	Must be a valid Gregorian date (YYYYMMDD). Canadian Vehicle Index records only.

DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). The date of theft cannot be greater than the current date.
LIC	License Plate Number	Must not contain hyphens, spaces, or symbols.UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If the license plate number exceeds ten characters, ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC -assigned code as (Issuer) listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC -assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetic NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic character only, the word NONE, or the first seven characters of the LKI Field. The only valid special character is the hyphen.
LKI	Linkage Agency Identifier	Must be a valid NCIC assigned ORI.
MIS	Miscellaneous	Free Text.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (P in the License Plate File and R in the Canadian Vehicle Index) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating the stolen license plate. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.

NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros, a single alphabetic character only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen
ORI	Originating Agency Identifier	Must be a valid NCIC -assigned ORI.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RPP	Reason for Property Record Removal	Must be a valid NCIC assigned code as listed in the Introduction chapter of this manual.
RRI	Recovering Agency Identifier	Must be a valid NCIC -assigned ORI.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Must be 0 or blank.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen license plate identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating the stolen license plate identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the LIC, LIS, LIY, LIT, and ORI Fields of a stolen license plate message are the same as those field codes of a license plate or vehicle record already on file in NCIC , the second message will be rejected with the message REJECT ON FILE.

Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted. A duplicate record will be accepted if the ORI in the second message is different or if the license plate data match license plate data in one of the person files (Wanted Person, Missing Person, Convicted Person on Supervised Release, etc.). In those cases, the duplicate records will be furnished as a response with the acknowledgment.

1.9 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

SECTION 2--ENTRY

2.1 EXAMPLE OF STOLEN LICENSE PLATE ENTRY

1N01HEADER.EL.MD1012600.ABC123.MD.1999.PC.19991030.123ABC...PLATE STOLEN
FROM A CAR IN DRIVEWAY.Y

Acknowledgment:

1L01HEADER
MD1012600
NIC/P000002154 LIC/ABC123
OCA/123ABC

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

LICENSE PLATE NUMBER	MANDATORY	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	MANDATORY	LIS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	MANDATORY	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	MANDATORY	LIT	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory for acceptance of an entry into NCIC: HDR, MKE, ORI, LIC, LIS, LIY, LIT, DOT, and OCA.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. When the **license plate number exceeds ten characters**, only the first ten characters in the LIC Field should be entered. The full plate number should be entered in the MIS Field.
2. When the **license plate sticker, windshield sticker, or embossed numbers on the plate are missing**, the highest year in which the license plate is valid as indicated on the registration document should be entered in the LIY Field.

3. When only **one plate is stolen or missing**, some type of notation should be entered in the MIS Field to explain this fact; for example, 1 PLATE STOLEN.
4. When the **entering agency wants to be notified** each time its record is hit upon regardless of whether the location of the property is known, the entering agency should set the NOA Field to Y.
5. For training and administrative purposes, agencies may enter test records into NCIC using the header TN01 . The test records will not generate any notifications nor will batch processing be performed in the test system.

2.5 MESSAGE FIELD EDITS FOR ENTRY

1. LICENSE PLATE NUMBER (LIC)

1. Only alphabetic and/or numeric characters may be entered in the LIC Field; therefore, the information must be entered omitting any hyphens, spaces, or symbols. For instances when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field. Further information relevant to the construction of the number can be obtained by contacting the CJIS Systems Agency (CSA) in the state of registry.
2. If the license plate number exceeds ten characters, only the first ten characters should be entered. The entire number must be shown in the MIS Field. Partial license plates must not be entered.
3. Where **one character appears over another**, the top character should be entered first, immediately followed by the bottom character, that is, A as AB.
B

2. LICENSE PLATE STATE (LIS)

The appropriate code for the state, territorial possession, province, or country that issued the license plate must be used in the LIS Field of the stolen license plate entry. The codes listed in State and Country Codes, NCIC Code Manual, are the only codes approved for use in the LIS Field.

Regarding **military vehicles and other U.S. Government vehicles** with plates displaying the inscription U.S. GOVERNMENT, the code US should be entered.

3. LICENSE PLATE YEAR OF EXPIRATION (LIY)

The highest year in which the license plate is valid, as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker, should be entered in the LIY Field. Grace periods or extensions are not to be considered when determining the LIY. Nonexpiring license plates should be entered by using LIY/NX.

In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, the last two digits of the highest year in which the license plate is valid as indicated on the registration document should be entered. NX should be entered to indicate a nonexpiring license plate when all of the following conditions exist:

1. No year sticker is on the plate or windshield.
2. No year is embossed on the plate.
3. The plate number is never reissued.
4. The registration supporting the plate indicates no expiration; for example, U.S. Government, U.S. Military, and some state, county, and municipal vehicle plates are nonexpiring.

4. LICENSE PLATE TYPE (LIT)

Motor vehicle license plate types are coded as regular passenger car plates or special plates. Only codes as listed in Vehicular Data Codes, *NCIC Code Manual*, are acceptable for entry in the LIT Field.

5. MISCELLANEOUS (MIS) DATA

1. License plate numbers exceeding ten characters must be shown completely in the MIS Field. The first ten characters of the plate number must be entered in the LIC Field.
2. In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match of license plate numbers, the plate number properly hyphenated must be shown in the MIS Field. An example is plate number 1-1568 which would be matched with plate number 11-568. License plate numbers containing a symbol may be entered as follows:
 - When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. Or
 - When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.

6. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

7. LINKAGE DATA (LKA AND LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link

records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

8. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the license plate is known, Y should be entered into the NOA Field. Currently, if NOA is left blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

2.6 LICENSE PLATE ENTRY AND THE \$.8. PROGRAM

An agency entering a record for a license plate registered in another state must advise the CSA in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information on the \$.8. Program can be found in the Introduction chapter of this manual.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add information or delete or change erroneous data in an active license plate record. A license plate record cannot be modified if the record is in a located status (MKE/LOCATED LICENSE PLATE).

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.ML.MD1012600.NIC/P000002154.OCA/CC1658.LIC/ABC132
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NIC/P000002154
```

The above modification example contains: header (1N01HEADER), message key (ML), Originating Agency Identifier (MD1012600), two record identifiers (NIC/P000002154 and OCA/CC1658), the field being modified, and the modification (LIC/ABC132).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The modify transaction must contain two record identifiers. The first identifier is the NIC or LIC. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a license plate record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record.

For example:

```
1N01HEADER.ML.MD1012600.NIC/P000002154.OCA/2501.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
VALIDATE NIC/P000002154
```

3.6 AUTOMATIC NOTIFICATION OF MODIFICATION

A \$.8. Out-of-State Notification will be sent automatically as necessary. Additional information on the \$.8. administrative messages can be found in the Introduction chapter of this manual.

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid (e.g., a record is determined to be the result of a fictitious or false theft report), or the information contained in the record is invalid or inaccurate.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XL.MD1012600.NIC/P000002154.OCA/1658.19991030.NOT STOLEN
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
CANCEL NIC/P000002154
```

The above cancellation example contains: header (1N01HEADER), message key (XL), Originating Agency Identifier (MD1012600), two record identifiers (NIC/P000002154 and OCA/1658), date of cancellation (19991030), and reason for property record removal (NOT STOLEN).

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The cancel transaction must contain two record identifiers. The first identifier is the NIC or LIC. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. Date of Cancellation (DOC) must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINE FOR NCIC CANCELLATION

When a record is canceled, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel, the RPP value will be either CASE DROPPED or NOT STOLEN.

4.6 AUTOMATIC NOTIFICATION OF CANCELLATION

A \$.8.Out-of-State Notification will be sent automatically as necessary.

SECTION 5--INQUIRY

5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

1N01HEADER.QV.WA1230000.LIC/ABC132.LIS/MD.

Negative Response:

1L01HEADER
WA1230000
NO RECORD LIC/ABC132 LIS/MD

Positive Response:

1L01HEADER
WA1230000
MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132 LIS/MD LIY/1999 LIT/PC DOT/20151101
OCA/CS1234
VLD/20161101 NOA/Y
MIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
NIC/P000002154 DTE/20151101 0000 EST DLU/20161101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

5.2 REQUIREMENTS FOR INQUIRY

Inquiries can be made using the NIC only or LIC only. Each identifier must be preceded by its MFC. The LIS is not required for an inquiry but should be included as it will limit the scope of the search to records on file containing matching LIS information and prevent unnecessary \$.H. administrative messages from being generated.

5.3 ADDITIONAL GUIDELINES FOR INQUIRY

1. To determine if a license plate is stolen, an inquiry of the Vehicle File must be made. An inquiry (QV or ZV) will perform a primary search for the LIC data in the person files and the Vehicle, Boat, and Vehicle/Boat Part Files. Additional information concerning inquiry can be found in the Vehicle File chapter.
2. If an inquiry is made without the LIS, the response will include any record that contains the same license plate number. To avoid multiple record matches and limit the scope of the search, the LIS should be included in the inquiry.
3. A QV or ZV inquiry that contains a LIC can retrieve a Boat File record with a matching LIC in the boat supplemental trailer records.
4. An inquiry (QV or ZV) containing only license plate data can cause a second search if the primary response contains records with a VIN, FBI, or SOC. When this happens, a second

computer search is automatically generated on these fields. The automatic second search can produce hits from the person files, or Boat, Vehicle, or Vehicle/Boat Part Files. If the initial inquiry on license plate data produces:

1. A person record with identical license data, a second search is performed on VIN, FBI, or SOC contained in the base record. If there is no VIN in the base record, then the search is performed on the oldest VIN in the supplemental record.
5. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

6. Inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.
7. If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with the additional hits:

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

8. A \$.B. administrative message will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions chapter contains additional information on retrieving the file.

5.4 BATCH INQUIRY (QVB)

The NCIC batch inquiry allows users to create a file of individual QV/ZV inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. Additional information concerning batch inquiry can be found in the Vehicle File chapter.

5.5 PROCEDURES FOR HANDLING A HIT

1. An NCIC hit may not be probable cause to arrest. A hit confirmed with the ORI may be adequate grounds to recover a license plate.
2. When an agency receives a record in response to an NCIC inquiry and the whereabouts of the stolen license plate inquired upon is known and the license plate inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen license

plate must contact the ORI of each record possibly identical with the license plate in question to confirm the hit prior to seizing the license plate.

3. "To confirm the hit" means to verify that the theft report is still outstanding; to verify that the license plate inquired upon is identical to the license plate described in the record; and to obtain information concerning the return of the license plate to the rightful owner.
4. When an agency receives a record in response to an NCIC inquiry and the whereabouts of the stolen license plate inquired upon is not known, the hit should not be confirmed.
5. This system is based upon two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all its hits, this agency should place "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigation interest supplemental records.

5.6 CANADIAN VEHICLE INDEX INFORMATION

1. NCIC maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to NCIC for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records including U.S. registered vehicles and boats stolen in Canada. Based on the CVI response, the inquiring agency should perform an Nlets transaction to obtain current record information in CPIC, then perform any required hit confirmation. Canadian agency names, addresses, and telephone numbers may be obtained through a QO inquiry.
2. All inquiries that search the Vehicle File may generate responses from the CVI. When a U.S. user queries NCIC and the query hits on a CPIC record, the user will receive the following messages as a hit response.

Positive Response:

YOUR TRANSACTION IS A POSSIBLE MATCH WITH AN INDEX RECORD FOR A FELONY VEHICLE IN CANADA WITH THE FOLLOWING IDENTIFIERS:
ORI/BC1234567 VIN/CAN1234567890 LIC/ABC123 LIS/AB.
ADDITIONAL INFORMATION MAY BE OBTAINED VIA NLETS USING A VQ OR XQ TRANSACTION. INTERNATIONAL USERS CONTACT INTERPOL OTTAWA.

SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

Any agency that recovers a license plate which is indexed in NCIC, except the agency that entered the record, must place a locate message on the stolen license plate record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen license plate must contact the ORI of each record that is possibly identical with the license plate in question to confirm the hit.

Following confirmation with the originating agency, a locate message must be transmitted for each record that was hit and confirmed with the ORI of the record. If the agency that locates a stolen license plate is the entering agency, no locate transaction is necessary.

6.2 EXAMPLE OF A LOCATE MESSAGE

```
1N01HEADER.LL.WA1230000.NIC/P00002154.OCA/1234678.19991030.35102.  
HIT NCIC 19991030.4.003J10020N..400.1000
```

Acknowledgment:

```
1L01HEADER  
WA1230000  
LOCATE NIC/P000002154
```

The above locate example contains: header (1N01HEADER), message key (LL), recovering agency identifier (WA1230000), two record identifiers (NIC/P000002154 and OCA/ 1234678), date of recovery (19991030), recovering agency case number (35102), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991030), number of persons apprehended (4), number of missing persons found (003J10020N), value of other recovered property (400), and value of recovered contraband (1000).

When a locate message is transmitted for a stolen license plate record, the message key translation changes from STOLEN LICENSE PLATE to LOCATED LICENSE PLATE.

6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC

ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The location transaction must contain two record identifiers. The first identifier is the NIC or LIC. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used as an identifier will be that of the agency that entered the record, as shown in the record received from NCIC in reply to the apprehending/locating agency's inquiry.

6.5 LOCATE PROCEDURES

1. The date of recovery cannot be prior to the date of theft.
2. Ten days after a record is located, it is retired, and the entering agency is notified with a \$.P. administrative message.
3. There are no locate procedures for CVI records.

6.6 ADDITIONAL GUIDELINE FOR NCIC LOCATE

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

6.7 AUTOMATIC NOTIFICATION OF LOCATE

When an agency places a locate against another agency's record, NCIC will automatically notify the entering agency through a \$.L. administrative message. A \$.8. Out-of-State Notification will be sent automatically as necessary.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the license plate is the agency that entered the record.
2. When the agency that entered the record is officially advised by another agency that the license plate has been recovered.

7.2 EXAMPLE OF A CLEAR MESSAGE

Example of a clear transaction for a License Plate File record when the plate was recovered by an agency other than the entering agency.

```
1N01HEADER.CL.MD1012600.NIC/P000002154.OCA/456TYHT.19991030.  
WA1230000.35102.HIT NCIC 19991030.4.003J10020N...1000
```

Acknowledgment:

1L01HEADER
MD1012600
CLEAR NIC/P000002154

The above clear example contains: header (1N01HEADER), message key (CL), Originating Agency Identifier (MD1012600), two record identifiers (NIC/P000002154 and OCA/456TYHT), date of recovery (19991030), recovering agency ORI (WA1230000), recovering agency case number (35102), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991030), number of persons apprehended (4), number of missing persons found (003J10020N), and value of recovered contraband (1000).

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS

REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The clear transaction must contain two record identifiers. The first identifier is the NIC or LIC. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used as an identifier will be that of the agency that entered the record as shown in the stolen license plate record received from NCIC in response to the apprehending/locating agency's inquiry.

7.5 CLEAR PROCEDURES

There are two circumstances that require unique record formats to clear a license plate record.

1. If the agency that entered the record recovers the license plate, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.
2. If the stolen license plate record is located by an agency other than the entering agency and:
 1. The record being cleared is in a located status (MKE/LOCATED LICENSE PLATE), only the date of clear would be entered following the two record identifiers.
 2. The record being cleared is in an active status (MKE/STOLEN LICENSE PLATE), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes, would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

7.6 ADDITIONAL GUIDELINE FOR CLEAR

Following the date of clear, recovering agency, and recovering agency case number, users are expected to enter benefits and effectiveness data. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

7.7 AUTOMATIC NOTIFICATION OF CLEAR

A \$.8. Out-of-State Notification will be sent automatically as necessary.